

ROLE STATEMENT**SCHOOL OFFICER: Assistant Business Manager****PURPOSE**

The purpose of the Assistant Business Manager (ABM) is to provide high level advice and support to the College Business Manager (BM) in meeting the College's broad financial and administrative obligations to ensure the on-going viability of the College.

SUPERVISION & AUTHORITY

The ABM is a leader of the Acacia Office Support Team and is responsible to the BM regarding the compliance and efficient operation of the College administration. The ABM also reports to the BM for all leave, HR and performance issues. Relationships of significance exist with the College Leadership Team, Teachers, Specialist staff, Volunteers and external support agencies.

Full Authority is delegated from the Principal via the BM to produce the desired outcomes.

Expenditure of funds connected with the position is under the control of the BM in conjunction with the Leadership Team.

QUALIFICATIONS

Tertiary qualifications at Associate Diploma/Diploma level or equivalent qualifications relevant to the position may be required by the employer or knowledge, qualifications and experience that are determined by the employer as necessary to successfully carry out the duties of the position.

CHARACTERISTICS:

The employee in this position is required to demonstrate competency involving self-directed application of knowledge with substantial depth in key areas. A range of technical and/or other skills are applied to roles and functions in both varied and highly specific contexts, where there is complexity in the ranges and choice of actions required. Competencies are normally used independently and both routinely and non-routinely. Discretion and judgement are required in planning and selecting appropriate equipment, service techniques and work organisation for self and others.

An employee in this position will adhere to all workplace health & safety requirements of the College.

A high level of communication with all stakeholders is vital in this position to maintain effective execution of all facets of the College Administration.

Work is performed under general supervision and or broad guidance depending on function.

An employee in this position may have responsibility for planning and management of others. Supervision and training of staff will be required.

At Emmaus College this is a Level 5 position.

KEY RESULT AREAS

1. Implement, support and review processes across the College administration to ensure efficiency and compliance.
2. Maintain regular financial reporting and communication with stakeholders.
3. Support the administration of Human Resourcing processes and compliance of the College.

Description of Key Result Areas

1. Implement, Support and review processes across the College administration to ensure efficiency and compliance.

- Review the draft End of Month (EOM) documents to identify errors, omissions or compliance breaches within the College Finances.
- Complete the End of Year (EOY) financial rollover process using the guidelines set down by Brisbane Catholic Education (BCE).
- Investigate impacts of new processes set down by BCE and implement into the College as authorised by the BM.
- Review the assets of the College and add, sell or write-off items as required.
- Authorisation of purchase orders up to \$1,000 for operational departments e.g. General Office; First Aid; Grounds; Building Maintenance & Catering. Other department can be approved after consultation with the BM.
- Authorisation of electronic transactions as part of the dual authority process.
- Maintenance of the College FBT reporting process including gift register and staff activity reconciliations.
- Coordination and review of supplier contracts to ensure best value for the College.
- Establishment and analysis of tender proposals for selected departments for presentation to BM.

2. Maintain regular financial reporting and communication with stakeholders.

- Generate and disseminate reports to stakeholders regarding YTD expenses compared to budgets.
- Generate and provide analysis of staffing costs to Heads of Campus regarding YTD expenses compared to budgets.
- Generate and provide analysis of financial performance of trading operations such as, tuckshop, uniform shop, café to BM regarding YTD expenses compared to budgets.
- Reconcile student activity income and expenses and report profit or losses to BM.
- Maintenance of Project expenditure reconciliations and identification and creation of assets as required.

3. Support the administration of Human Resourcing processes and compliance of the College.

- Monitor and support the progress of training, compliance and induction for new staff.
- Using the BCE supported system, monitor and reconcile sick leave submissions for school officers.
- Organisation of relief school officers in the administration office as required.
- Using the BCE supported system, reconcile the submissions received from the relief teacher or school officer against the schedule timesheets as provided by the Heads of Campus or other relevant line manager.

In additional to the above duties, the Assistant Business Manager may be delegated tasks from the Leadership Team that are within their experience and pay level.